

## Position Announcement

The Office of Criminal Justice Programs, within Tennessee Department of Finance and Administration, has a Position Opening – **Planning Analyst 4** (executive service; pay grade 30, with an average salary range between \$3,205 – \$5,129, based on experience and qualifications).

OCJP functions as a strategic planning agency that secures, distributes and manages federal and state grant funds for Tennessee. These grant monies support innovative projects statewide in efforts to reduce criminal activity, provide services for victims of crime and promote overall enhancement of the criminal justice system in Tennessee. The ideal candidate must possess the knowledge and skills necessary to manage the financial requirements associated with the various federal and state grants, evaluate sub-recipients compliance with the requirements of state and federal programs, applicable laws and regulations, and stated results and outcomes. A strong background in financial operations, laws, and terminology as it relate to federal grant programs and financial and compliance auditing and the ability to conduct monitoring activities under general supervision is essential.

*As such the minimum qualifications include:*

- Graduation from an accredited college or university with a bachelor's degree including thirty-six quarter hours in accounting and experience equivalent to one year of full-time professional auditing work;
- Intermediate knowledge of auditing principles and practices; accounting principles and practices; and mathematics (Algebra, Statistical sampling);
- Experience with ensuring that accounting systems meet compliance requirements for the various programs;
- Excellent writing skills and computer skills required, including Microsoft Office, Excel, Access, and database experience;
- Knowledge of federal grants management is preferred

Responsibilities include:

- Assist with the preparation of financial reporting that is accurate, current, complete, and compliant with all financial reporting requirements;
- Maintain a reconciliation system for federal/state funds awarded/appropriated;
- Coordinate and work with the F&A Office of Business and Finance on the administrative financial responsibilities of OCJP;
- Explain, interpret and train program managers and subrecipients on financial compliance requirements pertinent to federal, state and other regulations;
- Review the financial aspects of subrecipient applications, contracts, amendments, etc., as requested by program managers (i.e., budgets, contract amounts, matching, etc.)
- Attend financial management trainings;
- Conducts financial reviews of sub-recipients to verify the completeness and accuracy of financial documentation and ensure conformance with accepted accounting principles and practices; examining such documents as grant budgets, financial reports, bank statements, purchase invoices and payroll records;
- Conducts operational reviews of sub-recipients to evaluate the efficiency and effectiveness of various programs; examines organizational structure, managerial practices, policies and procedures and record-keeping procedures;

- Prepares monitoring narrative reports, work papers and other supporting financial documentation in order to identify legal, financial and/or administrative problems or discrepancies and recommend methods for improvement;
- Exercises effective communication skills and professionalism with internal and external customers, and co-workers.

OCJP provides funding to sub-recipients located throughout Tennessee. The position focuses on ensuring compliance with the state contract, federal award requirements and the OCJP Administrative Manual. Monthly travel is required.

If interested in this opportunity, please send a cover letter and a resume to [Wendy.Heath@tn.gov](mailto:Wendy.Heath@tn.gov) and [Teresa.Sneed@tn.gov](mailto:Teresa.Sneed@tn.gov).

Please share this announcement with other appropriately qualified individuals who would be interested in this opportunity.

*Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.*